

ARCS SITE VISIT (SV) Audit Out Record

LOCATION	SYSTEM	Part No.	Serial No.	CONFIG.	CONFIG.	OTHER(property#, notes, etc.)
SMET	TRH	HMP_____				
	WND1	05106/08234				
	WND2	05106/08234				
	ORG	ORG-115-DA				
	DAQ MET	ZENO-3200				
GNDRAD	NET	REBS Q*7.1				
	PSP	PSP				
	PIR	PIR				
	IRT	KT 19 85				
	DAQ GND	ZENO-3200				
SKYRAD	PSPG	PSP				
	PIRG	PIR				
	UVB	501A V3				
	MFRSR	MFR7-HEAD				
	IRT	KT 19.85				
	TRK	INTRA II				
	NIP	NIP				
	PSPD	PSP				
	PIRD	PIR				
	DAQ SKY	ZENO-3200				
STAND ALONE	CEIL	CT25K				
	CEIL Cmptr					
	MWR	WVR-1100				
	MWR Cmptr					
	AERI	AERI-06				
	WSI	EHT02				
	CIMEL					
IVAN	MPL					

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	MPL Controlr					
	MPL Computr					
	MMCR					
	WSI	WSI-E/06-B				
EVAN	BBSS	___-MW15G				
	BBSS Cmptr					
	FAX Machine					
	Obsrvr Cmptr					
	EMWIN					
SAFETY	FIRST AID					
SPARES						
OTHER						

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Audit Out Philosophy

1. Check the part number and correct if necessary. Enter serial number for all instruments. They can be found on the OMS label or the instrument. Sometimes the label (OMS or manufacturer) is in a non-obvious or hard to see location, so you may have to search it out). An agency property number is also needed, and should be noted in the "OTHER" column. This is important if the serial number can't be found.
2. Record the final configurations of instruments as applicable (i.e. Loggers, BBSS). This may be a file, filename or printout.
3. Inventory spares (instruments, not supplies) in the storage or ARCS vans. Be sure to include non-instrument items deemed necessary to track; use your best RESET judgement. Use the part numbers on the items, or from the form; include serial number and location.
4. Enter the part number, model number (e.g. IBM 380XD), and serial number from equipment that is associated with listed instruments (e.g. the MWR computer). Use the 'OTHER' rows if necessary. You may also enter the agency property number if no other identification can be found. This information should be entered in the OTHER column for the associated instrument.